



CITY OF HOUSTON

Job Posting

SL/CMD

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

PROPERTY AGENT

Posting Number

PN# 103837

Department

Public Works and Engineering

Division

Planning and Development Services

Section

Real Estate Branch/Sales and Leasing

Reporting Location

611 Walker, 19th Floor

Workdays & Hours

M - F, 8 a.m. - 5 p.m.*

**Subject to change*

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Performs various complex technical negotiations, research, and closing functions related to the disposition of City property interests and acquisition of land and/or property rights for public projects. Transactions often involve the acquisition and/or sale of multiple properties or complicated multi-agency issues. Investigates and identifies properties to be sold, abandoned, exchanged, covered under an encroachment agreement, leased, purchased, condemned, or transferred. Prepares and submits reports and information packages for City Council, the Mayor, the Joint Referral Committee, and others in connection with assigned projects.

WORKING CONDITIONS

Requires ability to communicate effectively, both orally and in writing. Will require standing, walking, and include whatever means necessary to climb stairs and the ability to perform and negotiate field hazards.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires an Associate's degree in Real Estate, Business Administration, or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

One (1) year of experience in real estate or related activities is required. Pertinent professional experience in real estate or directly related activities may be substituted for the above education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

Must have valid Texas Driver's License and comply with the City of Houston policy on driving (A.P. 2-2).

PREFERENCES

Requires proficiency in the operation of personal computers and the following software: MS Word, WordPerfect, MS Excel, and Lotus 1-2-3. Candidate must have solid oral and written communication skills, strong interpersonal skills, and the ability to establish and maintain excellent working relationships at diverse levels. Preference will be given to a candidate with prior public sector acquisition and/or sales experience and knowledge of title curative procedures.

SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification.

Salary Range - Pay Grade 17

\$1,345 - \$1,698 Biweekly

\$34,970 - \$44,148 Annually

OPENING DATE

April 6, 2005

CLOSING DATE

April 12, 2005

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m., at 611 Walker, First Floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

The Human Resources TDD Phone Number is (713) 837-9496.

An equal opportunity employer